



COURT ATTENDANCE

INDEX CODE: 1403
EFFECTIVE DATE: 12-01-13

Contents:

- I. Policy
- II. Procedures
- III. Cancellation

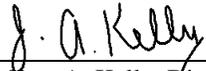
I. POLICY

Agents/inspectors are required to appear for court promptly and completely prepared to testify.

II. PROCEDURES

1. When the court appearance is completed, the agent or inspector, if still on duty, will report back to his/her assignment.
2. Agents/inspectors are required to be aware of their scheduled court dates and must not fail to appear for court as scheduled or when summonsed. It is the agents/inspectors responsibility to check the court summons log, and to sign for summonses that have been posted by office personnel.
3. Agents/inspectors will not leave the court/hearing until the conclusion of the case, or dismissed by the court.

III. CANCELLATION: None.



Jeffrey A. Kelly, Director